



Court Core Data Transfer Working Group

CCDT

Preliminary Action Plan

Updated: July 12, 2004

Objective:

To utilize a Working Group of JUSTIS members, users and designers of analytic processes to complete a detailed requirements analysis, and document that analysis allowing the effort to benefit the courts and their IJIS design and implementation, allowing the data contribution authorized by the courts for dissemination via JUSTIS to satisfy user requirements, and allowing the design and implementation of a court core data transfer process to benefit the entire JUSTIS community.

Members:

See handout

Deliverables:

- Documentation of Court:
 - Plans
 - Schedule
 - File & Data definitions and layout
 - Presentation method / record layouts – screen designs
 - Data availability schedule

■ Documentation of Individual Agency Detailed Descriptions of both Current & Anticipated Utilization of Court Data

JUSTIS members:

For each utilizing court data process:

What process is court data used for?

(Does anyone remember how to flow chart?)

From which agency is it obtained

How is the data obtained?

What is the specific data obtained?

Do you anticipate change?

When

Courts:

For each “post” process where agency data is provided:

(Post process is defined as when the court has provided data and expects that data to be updated, augmented, or when the court expects agency data in response)

What process is agency data used for

From which agency is it obtained

How is the data obtained

What is the specific data obtained

Do you anticipate change?

When

• **ISSUES:**

- Global Justice XML Data Model (GJXDM)
- Global Justice XML Data Dictionary (GJXDD)
- Document Preparation
- Document Transfer

■ Documentation of Individual Agency Data Requirements

For each process: (see above)

Review & confirm how data is used

Review & confirm how & from where data is obtained

Review & confirm current list of data

Identify any additional data requirements – specific data elements

Courts: (see above)

Review & confirm

■ Individual Statements of Agency Time Requirements

For each process & subsequent set of associated data

What is the current / actual delivery schedule?

What are the maximum and minimum limits to delivery?

(want vs. must)

Courts: ditto

- Documentation & Prioritization of Acceptable Delivery Methods
 - For each process & subsequent set of associated data
 - What are the alternative acceptable delivery methods and media?
 - Courts: Ditto
- Unified Documentation of “Community” Data Requirements and Time Requirements
 - As a group:
 - Combine each of the sets of individual deliverables into a view of the “Community” business process
 - Flowchart & document the entire process
- Screen Displays & Record Layouts for User Consumption
 - As a group:
 - Add screen designs and/or record layouts to the above

Method:

Weekly, two-hour work sessions

- Review last week’s work
- Make any corrections, updates (provide copies to all)
- Present this week’s work (copy to all members)
- Discuss
- Make assignments

Schedule:

- **06/24/04** – Agreement to Proceed with CCDT Working Group
 - Activities
- **07/06/04** - Agency / Participants Identified
- **07/06/04** - Bi-weekly work Sessions Scheduled
- **07/06/04** – First work Session – Review, Discussion and Modification of Deliverables & Work Schedule
- **07/22/04** - Review and Modification of Presentation for ITAC – Permission to Proceed
- **07/26/04** – No meeting
- **08/02/04** - Court Presentation of Detailed IJIS Criminal Objectives and Schedule
- **08/09/04** – Court Presentation of Criminal Data Dictionary, [Data Sharing Standards, Policies and Practices](#)
- **08/16/04** - Individual Descriptions of Agency Court Data Utilization [and Court’s Agency Data Utilization](#)
- **08/23/04** - Individual Agency Court Data Requirements [and Court’s Agency Data Requirements](#)
- **08/30/04** - Individual Agency Data Delivery Requirements
- **09/06/04** – Data / Record Layout Requirements & [Screen / Document](#)

- Requirements (moved up in schedule)
- 09/13/04 – No work Session - Holiday
- 09/20/04 - Final Draft & Closing Review, Prepare Presentation
- 09/23/04 -Comprehensive Data Requirements Document, Prioritized Delivery
Requirements Presented as Final Report to ITAC